

**QUARTERLY STAKEHOLDER MEETING MINUTES
HAMPTON, NH STORM WATER MANAGEMENT PLAN
OCTOBER 14, 2004**

STAKEHOLDER MEETING

In attendance:

Doug Mellin	Operations Manager
Jennifer Kimball	Town Planner
John Croteau	Winnacunnet High School
Kristie Rabasca	Aquarion Engineering Services
Randee McDonald	Aquarion Engineering Services

Not in attendance:

James Barrington	Town Manager
John Hangen	Public Works Director
Dave Spainhower	Sewer & Drainage
Bob Walker	Sewer Inspector
Kevin Schultz	Building Inspector
Dick Violet	Engineer
Brett Schlanger	Hampton Public Works Intern
Keith Lessard	School Department
Ellen Goethel	Conservation Commission

1. Introductions
2. Comments on Prior Meeting Minutes. No comments were received on the last Stakeholder (3/4/2004) meeting minutes.
3. Review of Year 1 Goal Status (May 2003 – May 2004)

Public Education

1A. General Public Education Brochure

Randee has been researching different ways of getting the brochures done for Hampton. NHDES will not be able to help produce a state wide general storm water education brochure for at least a year. Randee is also discussing with Deb Loiselle of the NHDOT/Seacoast Coalition the sharing of brochures that have already been developed in some New Hampshire towns. In addition, John Crouteau may be able to have students create the brochure through the Science Club

and/or Art Club. The brochure should reflect the Illicit Discharge work that Brett Schlanger and Doug Mellin are completing (see next item).

1C. Classroom Education

Stenciling may occur again in the spring. John volunteered to contact Middle School teacher to see if there is any interest in this. John also stated that High School seniors need an exit project and he may pull in students to help with the stenciling. Brett Schlanger, the Hampton Public Works intern, and Doug Mellin may present their illicit discharge tracing activities to a class.

1E. Enforcement of Aquifer Protection Ordinance

Aquarion Water Company formerly took the lead on this, but they have experienced a recent personnel change and may no longer be involved. Modifications to the ordinance will not likely be made without some outside impetus. Jennifer Kimball will be leaving her position in 2005 and is leaving detailed notes for the person filling her position.

Public Participation

2C. Quarterly Stakeholder Meetings

- Next Meeting Date: **Thursday, January 13, 2005 at 10:30**

Illicit Discharge Detection and Elimination

3B. Sewer Ordinance Revision

Revisions will be presented at a Fall town meeting in March 2005. The revision consists of a language addition stating that it is illegal to dump into storm drains.

Construction Site Runoff Control

4A. Sediment/Erosion Control Ordinance Memo

Last year, stakeholders attended a satellite meeting to review the Town's ordinances. The meeting minutes from that meeting provided recommended language changes in the form of red-line strike out. Kristie Rabasca will send the meeting minutes to Jen for her files, and Kristie and Jen will review prior to Jen's departure.

Post Construction Runoff Control

- No goals for Year 2

4. Annual Reporting

Randee McDonald reported that two communities have had their storm water plan audited by the USEPA. The USEPA notified the towns in advance of the audits, and the towns reported that the audits were friendly and informative.

5. Update on Seacoast Coalition Meetings

Randee McDonald attends the New Hampshire Seacoast Coalition meetings, which occur approximately every other month. At the last meeting, Phil Trowbridge of the NHDES gave a presentation on an impervious surfaces study that was conducted for the State of New Hampshire. Randee brought maps of Hampton's impervious surfaces to the meeting. Jen had already received a copy and had posted it in the town hall. A copy of the map was given to John Crouteau. Jen suggested that Phil Trowbridge be brought in to give the presentation to the Planning Board in the future.

The Technology Transfer (T2) group at the University of New Hampshire has begun a listserve called Runoff Talk. People involved in the Phase II Storm Water program in New Hampshire can contribute ideas and pose questions to other members. (See attached). T2 is also working on a computer program called DrainMS that will assist municipalities in inventorying and maintaining their infrastructure.

Finally, several storm water treatment devices have been installed in a designated area on the UNH campus. There will be tours offered and a study completed on their effectiveness. A representative from Aquarion will be attending a workshop on these devices in November.

**QUARTERLY STAKEHOLDER MEETING AGENDA
HAMPTON, NH STORM WATER MANAGEMENT PLAN
OCTOBER 14, 2004**

Internal Meeting

In attendance:

Doug Mellin	Operations Manager
Kristie Rabasca	Aquarion Engineering Services
Randee McDonald	Aquarion Engineering Services

Not in Attendance:

Brett Schlanger	Hampton Public Works Intern
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Public Education

1B. Media Message

- Was the Seacoast Coalition video played on Channel 22?
- ACTION ITEM – Brett Schlanger will coordinate this and have the station track when it is played for Annual Report

Public Participation

2D. Seacoast Beach Clean up Day – September 18, 2004

- The volunteers set out bags, and the town crews collected them
- ACTION ITEM – Brett to call Patty McEnzie or Mary Powers of the Coastal Zone Office (603) 271-2155 to determine the volume of material collected for Annual Report

Illicit Discharge Detection and Elimination

3A. Mapping

- Brett is continuing to field check and revise map
- Also adding ditches and swales
- Status of mapping sanitary sewer system at 50%

3C. IDDE Tracking

- Door hangers are being used by crews
- Crews still using old catch basin cleaning form
- ACTION ITEM – Randee McDonald to forward electronic version of door hanger to Doug Mellin (completed)
- ACTION ITEM – Doug to have crews use new catch basin cleaning form

- ACTION ITEM – Doug to track number of catch basins cleaned and number of door hangers distributed for Annual Report
- Brett chasing potential illicit discharge(s) in Winnacunnet/Lafayette Roads area

3D. IDDE Training

- Aquarion to develop training program for sewer and drain, public works employees, and building inspector on IDDE/Good Housekeeping
- Training to take place Thursday, December 9th from 9:30-11:00
- ACTION ITEM – Doug to provide TV and VCR, digital projector, and coffee and donuts for the training

3F. Continue Household Hazardous Waste Collection Days

- ACTION ITEM – Brett to call SE Regional Disposal District (603-964-7184) to determine amount of household hazardous waste dropped off by Hampton residents (occurred May 8, 2004)

3G. Evaluate storm water program at year end (May 2004)

Good Housekeeping/Pollution Prevention

6A. Municipal SWPPP – Completed, updated, and final sent to Doug

- Routine Facility Inspections – 3 have been completed
- ACTION ITEM - Next quarterly inspections of DPW to be completed by Brett in October 2004, January 2005, April 2005, and July 2005
- Quarterly Visual Monitoring and Sampling – Completed by Mike Carle, results in updated SWPPP

6B. Aquarion completed inspections of municipal operations and their BMPs with Brett on November 2, 2004

- ACTION ITEM – Aquarion will complete a draft report for Hampton to review

6C. Street Sweeping - Continue and track for Annual Report

6D. Catch Basin Cleaning - Continue and track for Annual Report

6F. Continue current conveyance O&M program

- ACTION ITEM - Doug to track for Annual Report